

POSITION DESCRIPTION OPTIONAL ATTACHMENT (SF-3.A)

If the position has specific requirements (shift work, licensure, drug testing, driver's license, other special requirements) or is assigned a special entrance rate, premium pay, base supplement, shift differential, etc., we recommend that you attach form SF-3.A. If this optional form is not used, special requirements such as required licenses or police commission must be included in Item 6 - the statement of Duties and Responsibilities.

- ☐ This position requires **Drug Testing** either because it involves safety and security sensitive work, operation/maintenance of public vehicles or the supervision of employees engaged in the operation/maintenance of public vehicles.
- ☐ This position requires a driver's license: A/B/C D E
- ☐ This position has the following special requirements: _____

SPECIAL PAY / WORKING CONDITIONS

Check off items that apply and indicate actual rates that apply to the position (Do not list maximums allowed by the agency unless they are actually applied to the position.)

- ☐ This position involves shift work: night / evening / rotating
- ☐ There is special shift pay (shift differential) for this position: _____
- ☐ There is premium pay for this position: _____
- ☐ There is on-call pay for this position: _____
- ☐ This position has a Special Entrance Rate (SER): _____
- ☐ There is a base supplement for this position. List percentage _____
- ☐ This position is FLSA Status Exempt
- ☐ This position is FLSA Status Non-Exempt
- ☐ This position participates in a training series. Cap of series is _____
- ☐ This position has other special pay/working conditions: _____

